



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FORT BELVOIR, VIRGINIA 22060-6221**

MAR 16 2001

IN REPLY  
REFER TO J-65

**MEMORANDUM FOR DLA CORPORATE BOARD**

**SUBJECT: CIO Policy Letter 01-03, Use of Government Equipment at Home**

This letter replaces CIO Letter 99-10 and is informational in nature and defines the responsibilities of management to ensure the proper use of Government equipment, especially when used in employees' homes. This policy applies to all employees, regardless of rank, grade, or position.

This policy is intended to supplement existing laws, regulations, and directives on this subject. In particular, it is intended to complement the DoD Joint Ethics Regulation (DoD 5500.7-R), the Computer Fraud and Abuse Act of 1986 (Public Law 99-474), the Recommended Executive Model Policy/Guidance on "Limited Personal Use" of Government Office Equipment Including Information Technology (Federal CIO Council), and the DLA Internet Guidance dated August 28, 2000.

It is the responsibility of each DLA office or business area to establish a process for approving the use of Government equipment by employees at home or away from their official duty station. This approval should be granted at a sufficiently high level of authority to ensure that each request is carefully scrutinized. With very few exceptions, Government equipment can only be used for official Government business, and use for personal gain is prohibited. In all cases, the result must directly benefit the Agency and outweigh the cost. If at any point there is no tangible benefit to the Agency, the approval must be rescinded and the equipment returned to the duty station.

Acceptable reasons for granting approval include situations which meet criteria of the Flexiplace Demonstration Project for People with Disabilities managed through the Staff Director, Equal Employment Opportunity, work at a temporary duty station, extraordinary but temporary workload, military mobilization, and Government-sponsored formal training (e.g., private degree programs, the Industrial College of the Armed Forces, the Federal Executive Institute, etc.). Reasons that are not acceptable include support of family or charities, assumed obsolescence of the equipment, or incentive programs.

The approval of laptops and palmtops is encouraged over other, less portable equipment. This includes use for taking notes while participating in Agency business outside of the office, giving presentations or demonstrations, and work while on travel. It is left to the discretion of management to determine if individuals are to be assigned equipment or if there is to be a shared office pool. Control of all shared resources shall be the responsibility of the immediate supervisor.



DLA office or business areas are also responsible for the repair, maintenance, and replacement of equipment released to employees. Details on how this support is to be achieved must be agreed to in writing at the time that approval is granted. Often the terms and conditions of the acquisitions and maintenance agreements are restricted to Government facilities. Therefore, the contracting offices involved with the maintenance of subject equipment must be contacted so that arrangements for maintenance or warranty work are made properly. The location of equipment does not release the office or business area from all applicable regulations, including the official replacement cycle and the regulations for the reutilization or redistribution of excess equipment. However, it should be noted that if it is determined that damage or theft is incurred as the result of negligence, the employee may be liable for equipment repair or replacement in accordance with DLAR 7500.1 (Accountability and Responsibility for Government Property in the Possession of the Defense Logistics Agency).

All Government-owned Information Technology (IT) equipment must appear on the Agency's property books and be subject to periodic inspection and review. Property passes shall be obtained from the Terminal Area Security Officer (TASO) for both accountability and asset-tracking purposes. For PCs and laptops, DLA Form 1813, Request and Approval for Off-Site Processing, is the official document used to request and receive approval for taking Government provided software and hardware off the premises for Government official business. Employees that are approved for use of equipment at home can be required to return it to their duty station or allow access to the equipment at any time (within a reasonable period). A label shall be attached that clearly identifies the equipment as the property of the U.S. Government.

In determining benefit to the Agency, all of the following costs should be considered: the purchase and installation of all hardware and software, the maintenance and repair of all hardware and software, the infrastructure required by the equipment (including any necessary telecommunication costs), remote technical assistance, and supplies. Any increase in IT funding that is directly attributable to these costs must be identified and reported to the employee's supervisor.

According to the DLAD 5330.1 (Procurement and Management of Printing, Duplicating, Publications, Forms, Micropublishing, Office Copying, and Automated Information), the expiration date of this policy will be no later than 1 year from the date of issue unless superseded or rescinded within this year.

Questions and comments about this policy may be referred to Mr. Bill Wallace, (J-652) at (703) 767-3219, or [william\\_wallace@hq.dla.mil](mailto:william_wallace@hq.dla.mil).

  
MAE DE VINCENTIS  
Acting Director  
Information Operations